

Today's Date: \_\_\_\_\_

## Event Request Form

Lt. Governor Steve Pence

Attn: Renee Nighbert

Fax (502) 564-2849 Ph (502) 564-2611 E-Mail: renee.nighbert@ky.gov

Organizer's Name:					
<b>Point of Contact:</b>					
Name:		Phone:		Home:	
Cell:		Fax:		E-mail:	
*Please assign a sole point of contact in order to avoid inconsistencies and misinformation					
<b>Event Details</b>					
Organization Hosting:					
Name of Event:					
Date of Event:		Day of the Week/Time Zone			
Start Time:		End Time:			
Time Lt Gov arrives:		Time Lt Gov may depart:			
Location/Facility:				Building/Room:	
Address:					
City:		State:		Zip:	
County:					
Directions:					
Purpose of event:					Cost:
Note:					
<b>Involvement Details</b>					
His Role:		Type and Size of Audience:			
Topic Preference:				Time allotted to speak:	
Who will introduce the Lt Gov?				Biography Requested:	
Who else is speaking?					
*Please attach a copy of the agenda, the invitation, and any other details or background					
<b>Misc Details</b>					
Will there be reserved parking?		Is the Second Lady invited?			
Is the attire casual, business, business casual or black-tie?					
Meal available/provided		Event indoors or outdoors?			
Other prominent guests:					
Where will he be seated?					
Will the media be present?		Details			
*Prior to including the Lt Governor as an attendee in a news release or printed materials, please contact the Director of Communications for approval.					
<b>Scheduling Policy</b>					
<p>1. The Lt Governor is unable to commit to events more than (3) weeks in advance. We ask that you please plan accordingly.</p> <p>2. Considering his official duties and current events, the Lt Governor may need to rearrange his schedule and may not be able to appear as originally planned.</p> <p>3. Every effort will be taken to keep confirmed events and meetings.</p> <p>4. Should rescheduling becomes necessary, staff will work with point of contact to secure another date.</p> <p>5. Please allow 7-10 business days for a response.</p> <p>*We respectfully request your understanding and apologize for any inconvenience or necessary rescheduling</p>					

Available: \_\_\_\_\_

Conflict: \_\_\_\_\_